

~~ADMINISTRATIVE - INTERNAL USE ONLY~~For you info.

24 December 1964

MEMORANDUM FOR: Chief, Administrative Staff, OCR

SUBJECT : OCR Files Clean-up Campaign

1. The "Files Clean-up Campaign" in the Office of Central Reference was completed on 4 December 1964. The Divisions were most cooperative in making this campaign a success. The results of the campaign, by Division, are attached. The significant accomplishments were:

- (a) Records Destroyed - The Divisions destroyed 1,620 cubic feet of material. This is the equivalent of 204 four drawer safes, 163 five drawer cabinets or 1,634 square feet of space that can be utilized for other materials.
- (b) Records Retired - The Divisions, during this campaign, retired 735 cubic feet of material. This is equivalent to 92 four drawer safes, 73.5 five drawer cabinets or 735 square feet of space that can be utilized for other materials. To store and service this material at Headquarters for one year would cost \$41,145 as against \$1,286 per year at the Records Center.
- (c) Equipment Returned to Stock - We returned to the Office of Logistics 57 various sized safes and file cabinets, in addition to other miscellaneous equipment, due to the destruction and retirement of file materials. Although the Office of Central Reference won't realize a money savings, it is estimated that, by turning in this material for use by other components of the Agency, we will save an estimated \$29,450 in equipment costs.

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2. Document Division is in the process of exchanging 36 four drawer safes for 30 less expensive five drawer file cabinets. When this project is completed, the Agency will realize a savings of \$16,068 in equipment costs.

3. While I feel that this campaign was a success, I would recommend that an examination of filing cabinets, safes, secure areas, and other storage areas be made on a continuous basis to determine what material can be destroyed and retired.

STAT

Chief, Support Branch  
Administrative Staff, OCR

Attachments

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MISCELLANEOUS

Biographic Register - 1-5x8 card cabinet

Document Division - 1-5 drawer file cabinet  
2-coat racks  
1-table  
1-typing chair

Machine Division - 1-rotary card file  
1-Microfilm processor  
1-Flexowriter

Foreign Documents Division - 4-4 drawer file cabinets  
2-7 drawer 5x8 card files  
1-9 drawer 3x5 double card file  
26-Bookcase sections  
1-2 door supply cabinet

Special Register - 5-5 drawer card safes

CIA Library - 1-5 drawer card safe  
5-manual typewriters  
4-wooden 3x5 file boxes

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## FILES CLEAN-UP CAMPAIGN

<u>DIVISION</u>	<u>RECORDS DESTROYED (CU. FT.)</u>	<u>RECORDS RETIRED (CU. FT.)</u>	<u>4-LEGAL W/COMB. LOCK</u>	<u>5-LEGAL W/COMB. LOCK</u>	<u>2-LEGAL W/COMB. LOCK</u>
Biographic Register	387.0	43.0	8	5	-
Foreign Installations Branch	43.6	-	-	-	-
Graphics Register	10.5	8.0	-	-	-
Document Division	53.0	15.0	-	1	-
Machine Division	122.0	-	2	-	-
Foreign Documents Division	388.0	358.0	10	4	-
Special Register	70.0	13.0	-	-	-
CIA Library	555.0	294.0	-	7	-
Liaison Staff	<u>5.0</u>	<u>4.0</u>	<u>-</u>	<u>-</u>	<u>1</u>
TOTALS	1,634.1	735.0	20	17	1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			

STAT

*File OCR - Card File*

STAT

*7. R. R.*

ACTION

DIRECT REPLY

PREPARE REPLY

APPROVAL

DISPATCH

RECOMMENDATION

COMMENT

FILE

RETURN

CONCURRENCE

INFORMATION

SIGNATURE

Remarks:

*The OCR Clean up Campaign was  
very productive*

*OCR memo  
re Clean up.  
Report of results.  
Pictures of*

*Return to*

STAT

FOLD HERE TO RETURN TO SENDER

STAT

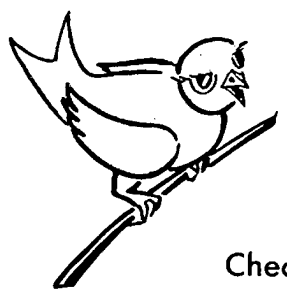
PHONE NO.

DATE

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INCLUDE FILES IN YOUR  
"SPRING HOUSECLEANING" PLANS!



Check to see that records schedules are being followed.  
Get rid of the Junk that is gathering dust and  
the "just in case" files that no one asked for after all.  
Remember! Finding's faster in frill-free-files!

REMEMBER! FINDING'S FASTER IN FRILL-FREE-FILES!  
THE "JUST-IN-CASE" COPIES THAT NO ONE ASKED FOR AFTER ALL.  
GET RID OF THE JUNK THAT IS ONLY GATHERING DUST AND  
CHECK TO SEE THAT DISPOSAL SCHEDULES ARE BEING OBSERVED.

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"SPRING HOUSECLEANING" PLANS !



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